

## Sub-grant Application Cover Sheet

RFA # G-DPA-05-04

*Virginia Department of Social Services ▪ 7 North Eighth Street ▪ Richmond, Virginia 23219*

The sub-grant application form may be downloaded from the following VDSS Web page:  
<http://www.dss.state.va.us/form/grants/g-dpa-05-04.html>

Applicant – Use this space to provide the name of the collaborative partnership making the application for sub-grant funding.

Fiscal Agent Section – Use this space to provide name, contact information, and federal Taxpayer Identification Number of the designated fiscal agent. The designated Fiscal Agent will be responsible for fiscal management of funds.

Program Manager Section – Use this space to provide name and contact information of the designated Program Manager. The designated Program Manager will be the main contact for VDSS and will be responsible for managing the implementation of the proposed sub-grant funding. The Program Manager must have the authority to formally commit the Applicant to complying with all the terms of the sub-grant application including the provision of the required cash match.

Jurisdiction: List all localities to be served.

Steering Committee members: This form should be used to provide names and contact information for each member of the Steering Committee. The form may be duplicated to accommodate the number of members to be listed.

Project Budget Summary: Indicate amount of VDSS sub-grant funding requested, amount of matching funds, and total amount. The amount of VDSS sub-grant funding requested may not exceed \$500,000. The amount of matching funds should be 50% of the VDSS sub-grant funding requested, except in the case of an applicant making an appeal for a reduced match amount. In such a case, the appeal should be submitted in narrative form and provided as an addendum to the sub-grant proposal documents.

Required Signatures: The Fiscal Agent and the Program Manager must sign the cover sheet in the space provided. One copy of the cover sheet must carry original signatures.